You will be writing a biographical report about a musical artist or group or a prominent athlete of your time.  You will be creating a title page, table of contents, a biography of the artist, group or athlete, a list of songs or awards, a letter to the artist or athlete, a gallery page and a works cited page.  The Objective of this project is to have you demonstrate your ability to use the basic features of Microsoft Word.

**Title Page**—Name of Artist, Group or Athlete, your name, picture, block #

**Table of Contents**—Formatted as you would see in a book

**Biography**—One page, double spaced

**List of Songs or Awards**—Bulletted list, separate page

**Letter**—Formal letter to the artist, group or athlete, asking a minimum of 3 questions

**Gallery Page**—Pictures of artist, group or athlete. Make sure you include captions

**Works Cited**—Bibliography Page

Final packet should include a minimum of 7 pages, stapled in the order listed above.